



SMEP Microfinance Bank PLC is a dynamic Christian based Bank regulated by the Central Bank of Kenya, whose **Mission** is ***"To empower families in Kenya's underserved communities with impactful financial solutions as we live and proclaim the gospel of Jesus Christ"***, with over 38 outlets across the country.

We are inviting applications from interested and suitably qualified candidates who are ***passionate about transforming lives in the society as they live and proclaim the gospel of Jesus Christ***, to fill the following position:

### **1) HEAD OF FINANCE & STRATEGY (HR/07/25)**

Reporting to the Chief Executive Officer, the job holder will be responsible for effective strategic and operational financial planning, monitoring and reporting and ensuring compliance with local and international reporting and accountings standards and procedures. They will also support the Chief Executive Officer in the formulation of the Corporate Strategy and implementation for the overall profitability and sustainability of the Bank

#### **KEY DUTIES AND RESPONSIBILITIES**

- Spearhead and coordinate Business Process & model re-engineering, and coordinate the Corporate Strategy formulation process in the Bank
- Responsible for strategic financial planning in the Bank and ensuring compliance to internal financial and accounting policies and procedures
- Responsible for compliance with pertinent local regulations and accounting practices and IFRS accounting standards
- Development, monitoring and submissions of timely and accurate financial statements and reports that will guide Management and the Board in strategic decision making
- Development and implementation of the Finance Department strategy and managing the bank's financial accounting, monitoring and reporting systems
- Providing sound leadership to the Finance team, and promoting cross functional collaboration and efficiency
- Oversight and Team leads annual budgeting and planning process
- Ensures remittance of all statutory deductions and compliance with acceptable financial standards
- Manage organizational cash flow and forecasting and ensure that there is enough resources to transact business, including the management of digital platforms
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors
- Manage the acquisition of assets and ensure that they are properly recorded, amortized, and disposed of as appropriate

- Advises the management on investment decisions taking into consideration risk and liquidity.
- Oversees the capital structure of the Bank, determining the best mix of debt, equity and internal financing.

### **Key Qualities, Competencies & Experiences**

- **Must be a practicing Christian** who lives and upholds Christian Values, with a passion to serve.
- **At least 7 years' Management experience, 5 of them being in a Finance Department** in a Banking/Financial Institution.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Strong problem solving and organization skills with the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Good interpersonal and communication skills
- Between 40 and 45 years of age

### **Qualifications**

- Bachelor's degree in finance, accounting, commerce, Business administration or equivalent from a recognised university.
- Must be a Certified Public Accountant; CPA (K) or a recognized equivalent certification e.g ACCA, CFA
- A Post graduate Master's degree in a relevant field will be an added advantage
- Proficiency in MS Office suite and previous experience with T24 Banking system will be an added advantage.

### **HOW TO APPLY**

Qualified and interested candidates who meet the above criteria should download the "Job Application Form" at [www.smep.co.ke/careers](http://www.smep.co.ke/careers) and send their filled applications to [recruitment@smep.co.ke](mailto:recruitment@smep.co.ke) indicating the ***Job Title & Reference on the e-mail subject*** on or before **Monday 21<sup>st</sup> July, 2025**. Only shortlisted candidates will be contacted.